

3M INFORMATION PROCESSING



3M can make any office Take our Word Processor

The equipment shown on these two pages represents the future of the business office. 3M Information Processing Systems are computer-based, stand-alone, video-console word and data processing systems that are individually tailored to each office's needs. These component systems do more to reduce costs and increase throughput of manuals, contracts, correspondence — your entire "wordload" — than any system ever devised. 3M Systems minimize the time spent on activities such as proofreading, typing revisions and searching for all or part of a document. In virtually every office application, they double or triple the amount of work produced...without requiring highly-trained operators.

These Systems are high-powered, high-speed text editors, storage systems, printers and communications systems that can actually reduce costs while increasing productivity.

Electronic keyboard with dual-purpose video screen

A 3M System's solid-state electronic keyboard is combined with a video screen (CRT) that displays work as well as step-by-step operator instructions. A single key controls routine placement chores such as margins, paragraphs, centering and underscores. The operator need only enter information in the proper sequence, typing as fast as possible. The CRT display also allows the operator to correct typing errors and make revisions on the screen before printing or storing. The result: Fast, error-free work.



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High-speed, high-quality printing

Printing from left to right and right to left on alternate lines, 3M printers quietly turn out hard copy at speeds four and five times that of conventional typing. And they don't tie up the keyboard. 3M printers can type one job while another is being composed on the keyboard.

Diskettes control an entire system and reduce storage costs

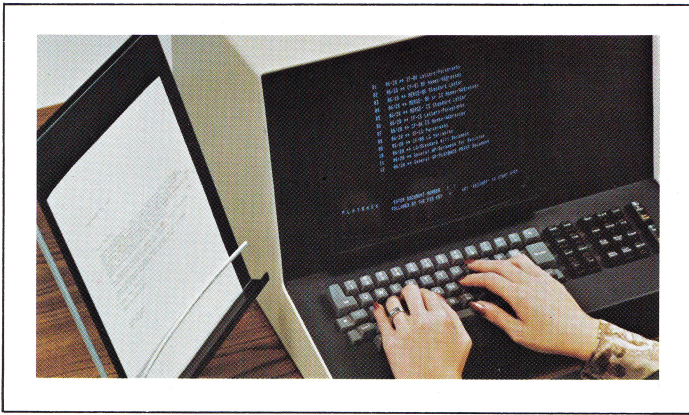
Word processing diskettes store and efficiently handle great amounts of material, thus reducing costs and loss problems significantly. Specific text which is stored on diskettes can be located instantly and revised quickly if necessary. The 3M System also provides another important plus: Because the diskette controls the entire System, any necessary updating is accomplished by replacing the diskette, not the hardware.



3M Word Processing light

3M Information Processing equipment is designed for operator ease and efficiency. Anyone who can type can operate a 3M System. And a 3M System performs its functions quickly, quietly and error-free, doubling or even tripling the amount of work produced by conventional means. Consider this when you consider the following applications of these simple-to-use yet powerful word processors.

Text editing



This time-consuming office chore becomes incredibly easy with a 3M System. Each step in the process is displayed on the video screen so the operator needn't memorize procedures as required on other systems. And the keyboard is familiar to any typist.

Here's how text is handled: With one keystroke, the operator sets margins, paragraphs and other placement requirements. Then, text is typed onto the video screen and is automatically recorded on a diskette. Any part of the text can be revised, replaced or rearranged easily. After all corrections are made on the screen, the material is ready to be printed or, if desired, stored on the diskette for later use. It's that simple. No false starts. No errors. No manual filing.

3M Systems provide maximum performance with the following standard features:

DRAFTING.

The operator types the document onto the screen, with information being recorded directly onto a diskette. The operator may modify any text that appears on the video screen.

REVISING.

On a single diskette, the operator can make virtually unlimited additions and revisions, with the System automatically adjusting the information. Dual diskette allows very heavy revision of extra-long documents

because the operator is actually transferring information onto a separate blank diskette. Either way, the operator can modify, add to or delete text as desired.

PRINTING.

The operator has the option of either printing while typing or printing out the information after it has been recorded on diskette.

PRINT-WHILE-DRAFT/PRINT-WHILE-REVISE.

Two operations at once. A document can be drafted or revised while others are being printed automatically in a preselected sequence.

CHARACTER-STRING-SEARCH.

Automatically locates any character, word or phrase within text, eliminating the need to read the hard copy and reread the video screen.

GLOBAL SEARCH AND REPLACE.

Automatically searches an entire document, group of pages, single page or location on a page for each occurrence of certain characters, words or phrases and replaces or changes the text with new words or phrases as specified. Up to 20 multiple searches and replacements can occur simultaneously.

AUTOMATIC CENTERING.

A single keystroke eliminates character counting and backspacing. The System determines the center for you.

AUTOMATIC UNDERLINING.

Underlines both by individual word and groups of words with a single keystroke.

AUTOMATIC CARRIAGE RETURNS DURING DRAFTING.

Saves keystrokes and increases operator productivity.

AUTOMATIC TAB.

Enables operators to easily specify an indented format.

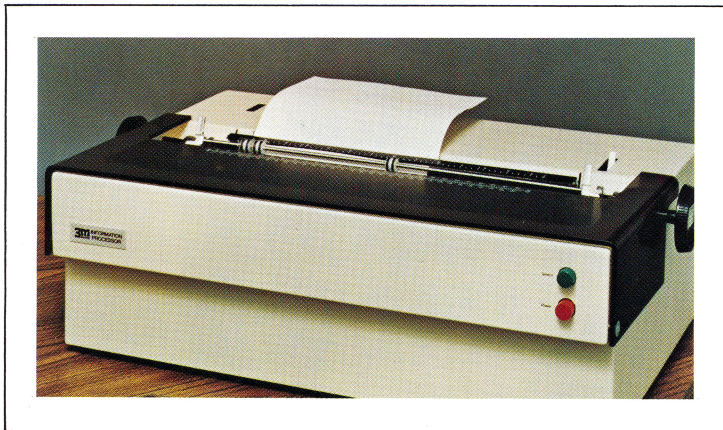
AUTOMATIC SUBSCRIPTS AND SUPERSSCRIPTS.

3M's System offers 1/4-space increments (and multiples of 1/4 space) for easy handling of equations, heavy footnoting, technical or legal copy.

All of the above functions are performed manually on standard typewriters. While some word processing systems do offer automatic features, most cannot match 3M ease and efficiency.

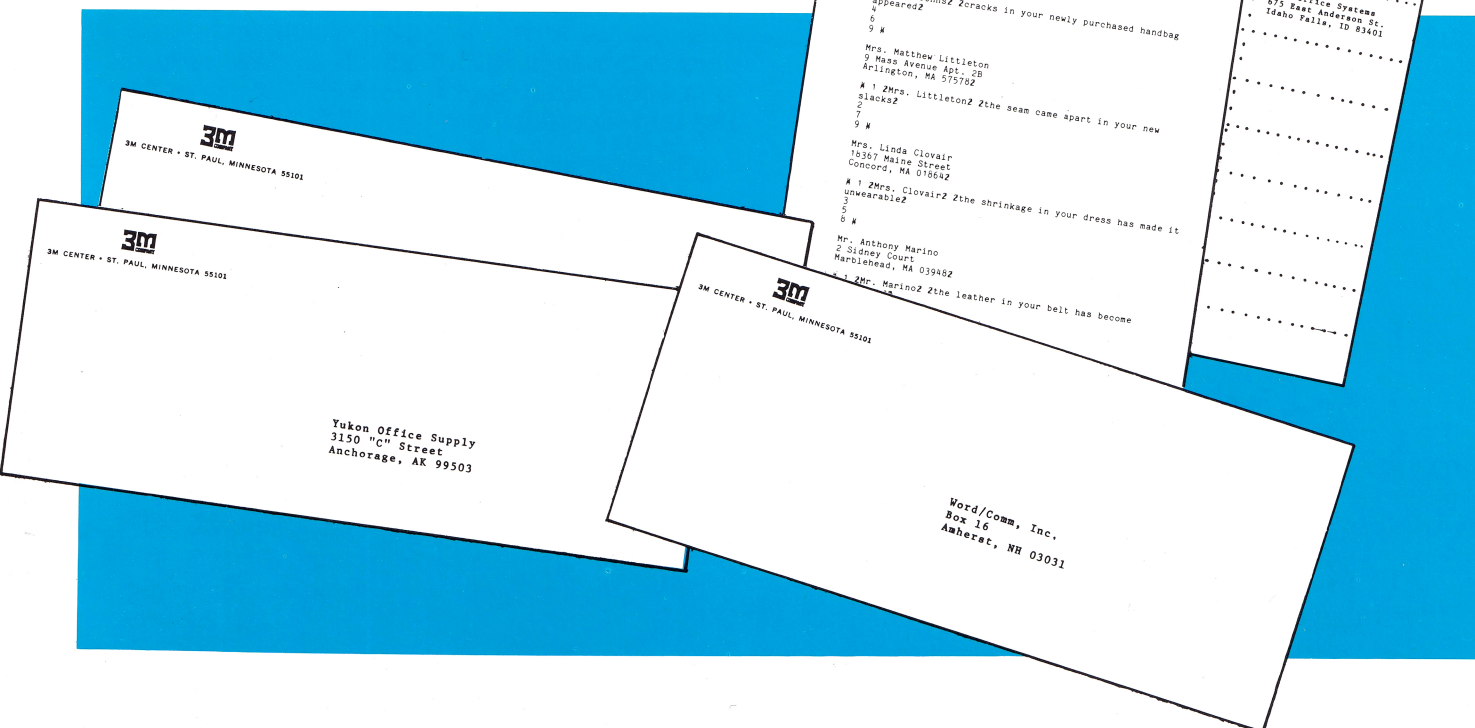
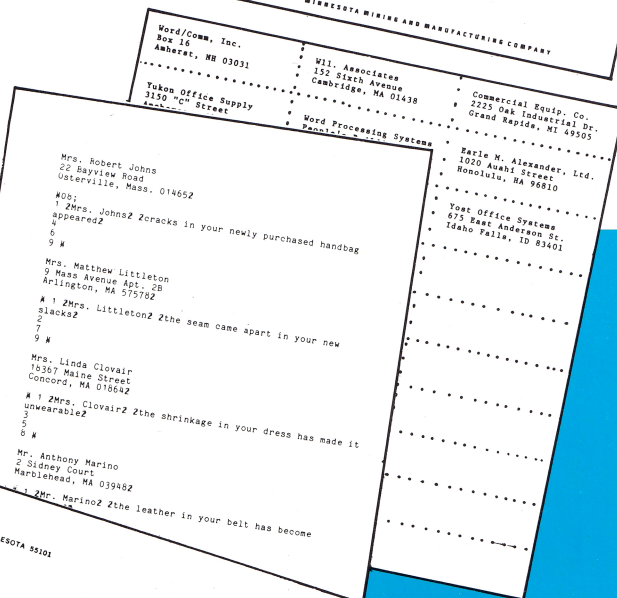
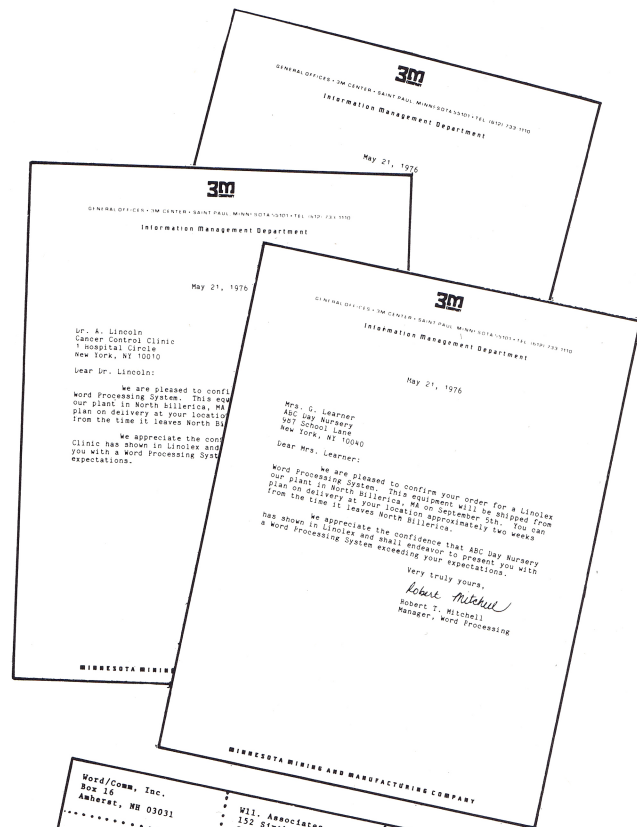
ens your "wordload"

Letter writing



3M Systems produce "personalized" letters by merging a list of names and addresses with a standard letter prior to printing. And the accompanying envelopes or labels can be printed from the same list without modifications. Multiples of individual labels can be quickly produced...and specified names and addresses can be skipped for letters, envelopes or labels.

There is no limit to the number of variables or the amount of tailoring possible with this application. And there is no waiting for the merging of two files contained on cards or conventional tapes. Random access allows totally-uninterrupted, high-speed printing.



Document assembly

This valuable 3M Information Management application effectively reduces the time required to organize and retype frequently-produced documents. The text most commonly used in a particular document — general product descriptions, standing or constant information, required listings or statements, etc. — is stored on diskette.

To assemble a finished document, an operator indicates the appropriate sequence in which the text should appear on the printed page. Since each sentence, phrase or paragraph is numbered, the order in which they appear can be changed with ease. A document can be assembled from pre-recorded information, new information or a combination of both. The result is always a customized, well-tailored document produced in a fraction of the time previously required. 3M document assembly is particularly useful in preparing:

- Specification sheets
- Contracts
- Proposals
- Letter writing
- Bids
- Consumer response
- Wills
- Boilerplate reports
- Trusts
- Requests for proposal

Having standardized information on hand gives document writers more time to spend on research, documentation and creativity, with virtually no time spent rewriting existing material. Access to stored information is very fast as well as very easy. And the operator can revise standard contents when necessary without retyping an entire stored section.

Multi-column

This application prints information in perfectly-aligned columns for easier readability and comprehension. Columns can vary in number, width and length and can be re-formatted or revised independently. Also, each column can be typed separately without worrying about tabbing over and alignment.

Price List			Spring, 1978		
Class 2200			Class 2201		
0805 Desk, 1-unit	EA	172.00	6770 Desk, Flat T	EA	80.00
0806 T Assy Desk	EA	47.00	6771 Desk, Flat T	EA	80.00
0807 T Assy Desk	EA	49.00	6772 Desk, Flat T	EA	80.00
0808 Desk Attach	EA	19.80	6773 Desk, Flat T	EA	80.00
0809 Desk Attach	EA	53.00	6774 Desk, Flat T	EA	80.00
0810 Desk Attach	EA	102.00	6775 Desk, Flat T	EA	80.00
0811 Desk Attach	EA	129.00			
0812 Desk Attach	EA	76.00			
0813 Desk Attach	EA	140.00			
0814 Desk Attach	EA	76.00			
0815 Desk Attach	EA	89.00			
0816 Desk Attach	EA	89.00			
0817 Chair, Stral	EA	35.50			
0818 Chair, Stral	EA	35.50			
0819 Chair, Stral	EA	39.00			
0820 Chair, Stral	EA	35.00			
0821 Chair, Stral	EA	35.00			
0822 Chair, Stral	EA	35.00			
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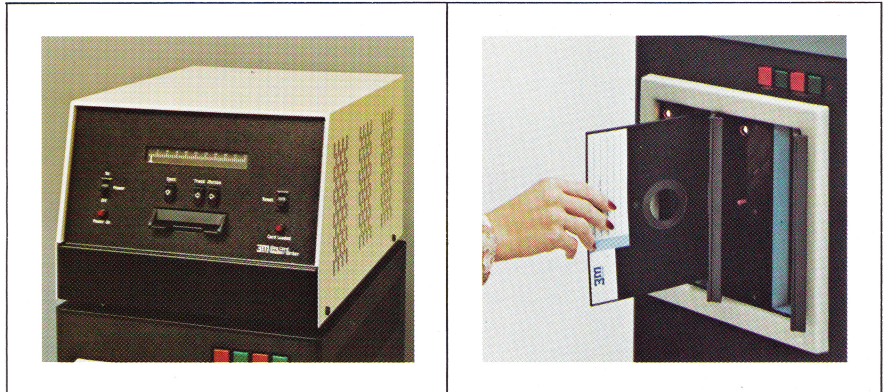


Forms preparation

The forms preparation application helps eliminate wasted forms, corrections, imprecise, time-consuming alignment and other such forms-related problems. Here's how it works: With the video screen serving as a "paperless" form, the operator designs format and alignment requirements and stores them on diskette for re-use. Once the design is stored, form information is typed onto the video screen and errors are corrected before they reach paper. Standard information can be recorded on diskette and automatically inserted in the proper area without retyping for each form.

3M forms preparation is unique in that it combines these benefits with 3M document assembly capabilities to store and retrieve sections of frequently-used text such as names and addresses, general product descriptions and other standard material...all with no retyping. This is extremely valuable in handling forms such as purchase orders. Form information can be recorded for playback at a later time or printed out immediately, of course.

3M Word Processing Optional Capabilities



Mag Card Reader/Writer

This option enables the operator to transfer information from mag card to diskette — or from diskette to mag card — in seconds. While the Mag Card Reader/Writer was specially-designed to facilitate on-site transition from card to diskette, it still allows the use of mag cards alone and also the use of diskettes and mag cards together. The latter capability is necessary to word processing centers maintaining mixed media.

Communications

With this option, 3M Systems can “talk” over telephone lines with other 3M Systems or with central computers. The System can communicate synchronously or asynchronously with ASR 33 Teletypes, IBM 2741®'s or IBM 2780®'s. This conversational ability allows an operator to quickly transmit and receive documents to and from remote locations. The operator can transmit entire diskettes or selected documents in any order. Also, transmission can be interrupted and continued at a later time with no loss in place or message continuity.

List processing package

Name and address sort

Prepared lists can be put in order alphabetically or numerically four different ways with this option, using zip codes, last name, first line or second line. Name and address sort is valuable in handling mailing lists, personnel lists, vendor lists, company telephone directories, appendices, product listings, etc.

Select or extract

With this option, you can select entries meeting a specific requirement or requirements from a master list. Prepare sub-lists for review, distribution, etc. without any retyping and without disturbing the master list.

Working with the name and address sort, this option provides a total list management capability to easily extract specific sections of a master list and then

order each section, to prepare master personnel lists, to match job candidates to requirements, to break out parts listings, to maintain literature listings and to perform other similar list management functions.

Optical Character Recognition (OCR)

This space-age capability permits a word processing operator to transfer Selectric®-typed documents to diskette...with *no* additional typing. Pre-typed material is scanned by this device and electronically transferred to diskettes for revision, re-formatting or other processing.

Mag tape compatibility

3M Systems can also interface with magnetic tape units. Central computers can be used for excess storage with this option, and other equipment, such as photo-typesetting machines, can be operated from the 3M keyboard.

Data entry

This option captures computer data on diskettes and transfers it to main frames for processing.

And that's just the beginning

3M technology is constantly developing new word processing capabilities and applications to help offices function more efficiently. If you have a specific word processing need, chances are that 3M Word Processing Systems can handle it right now...or can develop software to solve the problem.





Put a 3M Information Processing System to work in your office

The System grows along with you

There are no systems more responsive to change or the growth of word processing requirements than 3M Word Processing Systems. Eighteen different configurations provide the flexibility to meet *your* needs, to conform to *your* office workload. Upgrading of equipment is unnecessary since the hardware is controlled by continually enhanced and improved applications software. And 3M's nationwide network of Business Products Centers provides fast, expert service.

Fast, simple conversion

3M Word Processing installations achieve immediate time and cost savings. An initial two days of operator training get you going on your word work. And the System itself keeps you going. The video screen carries complete instructions to guide the operator through any application, eliminating long training sessions and weeks of low productivity.

See for yourself how a 3M Word Processing System can dramatically reduce office costs while it increases productivity. Contact your local 3M Business Products Center for more information and/or a demonstration.

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